

**STATE OF FLORIDA
OFFICE OF COMPTROLLER
REQUEST FOR TAXPAYER IDENTIFICATION AND CERTIFICATION
(SUBSTITUTE FOR IRS FORM W-9)**

Part 1 - Name and Business Designation

Name _____

Business Name _____

Address _____

City, State and ZIP CODE _____

Check appropriate box:

Partnership, Joint Venture, Estate or Trust

Individual /Sole Proprietor or Self Employed

Corporation, Professional Association or Professional Corporation

Nonresident Alien **(DO NOT COMPLETE THIS FORM, CONTACT CONTRACTING AGENCY OR UNIVERSITY)**

Other _____

Part 2 - Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN) or Individual Taxpayer Identification Number (ITIN). For other entities, it is your employer identification number (EIN).

____ - ____ - _____
SSN

____ - _____
EIN

____ - ____ - _____
ITIN

Part 3 - Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding

Certification Instructions. - You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. Generally, for payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Sign Here	Signature ➤	Date ➤
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SPECIFIC INSTRUCTIONS

Name.—If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

Sole Proprietor.—You must enter your **individual** name as shown on your social security card. You may enter your business, trade, or “doing business as” name on the **business name** line.

Other Entities.—Enter the business name as shown on required Federal tax documents. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or “doing business as” name on the business name line.

Taxpayer Identification Number (ITIN)—You must enter your TIN in the appropriate box. If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, using your EIN may result in unnecessary notices to the requester.

If you do not have a TIN, write “Applied For” in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester. Other payments are subject to backup withholding.

Payees Exempt From Backup Withholding—Individuals (including sole proprietors) are **not** exempt from backup withholding. Corporations are

exempt from backup withholding for certain payments, such as interest and dividends.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write “Exempt” in Part II, and sign and date the form.

If you are nonresident alien independent contractor not subject to backup withholding **DO NOT COMPLETE** this form. Contact the agency or university that has contracted with you and request a *Foreign National Information Form*, and IRS Form W-8, *Certificate of Foreign Status*.

Certification—For a joint account, only the person whose TIN is shown in Part I should sign (when required).

For payments made in the course of the requester’s trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), and payments to a nonemployee for services (including attorney and accounting fees), you must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report certain income paid to you. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax returns. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, and the District of Columbia to carry out their tax laws.